Retired Global Pay Self Service

Commanding Officer (ras)
U. S. Coast Guard
Pay & Personnel Center
444 SE Quincy St
Topeka, KS 66683-0001
http://www.uscg.mil/ppc/ras
Email: ppc-dg-ras@uscg.mil
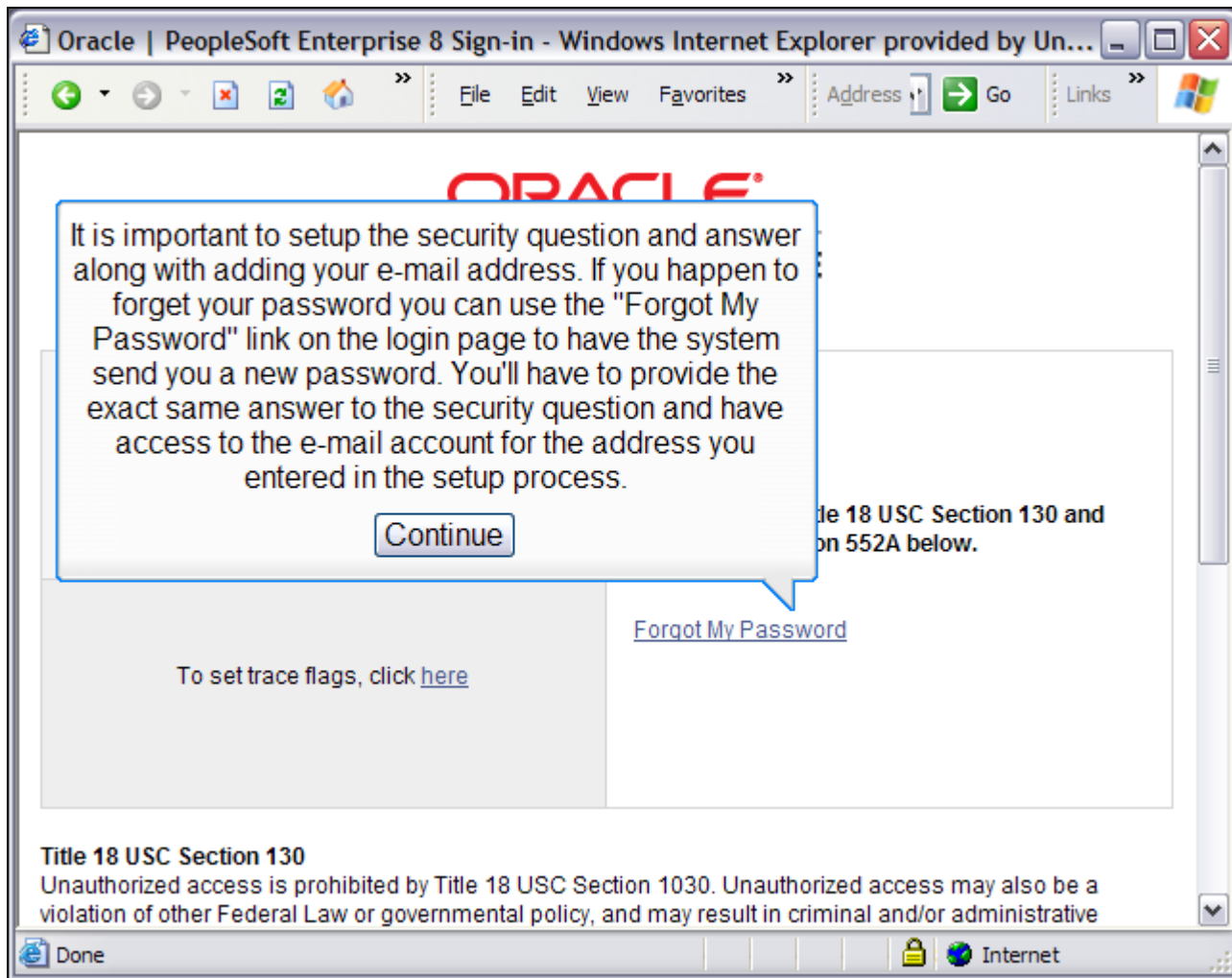**1-800-PPC-USCG (772-8724)**

Step 1 – Introduction
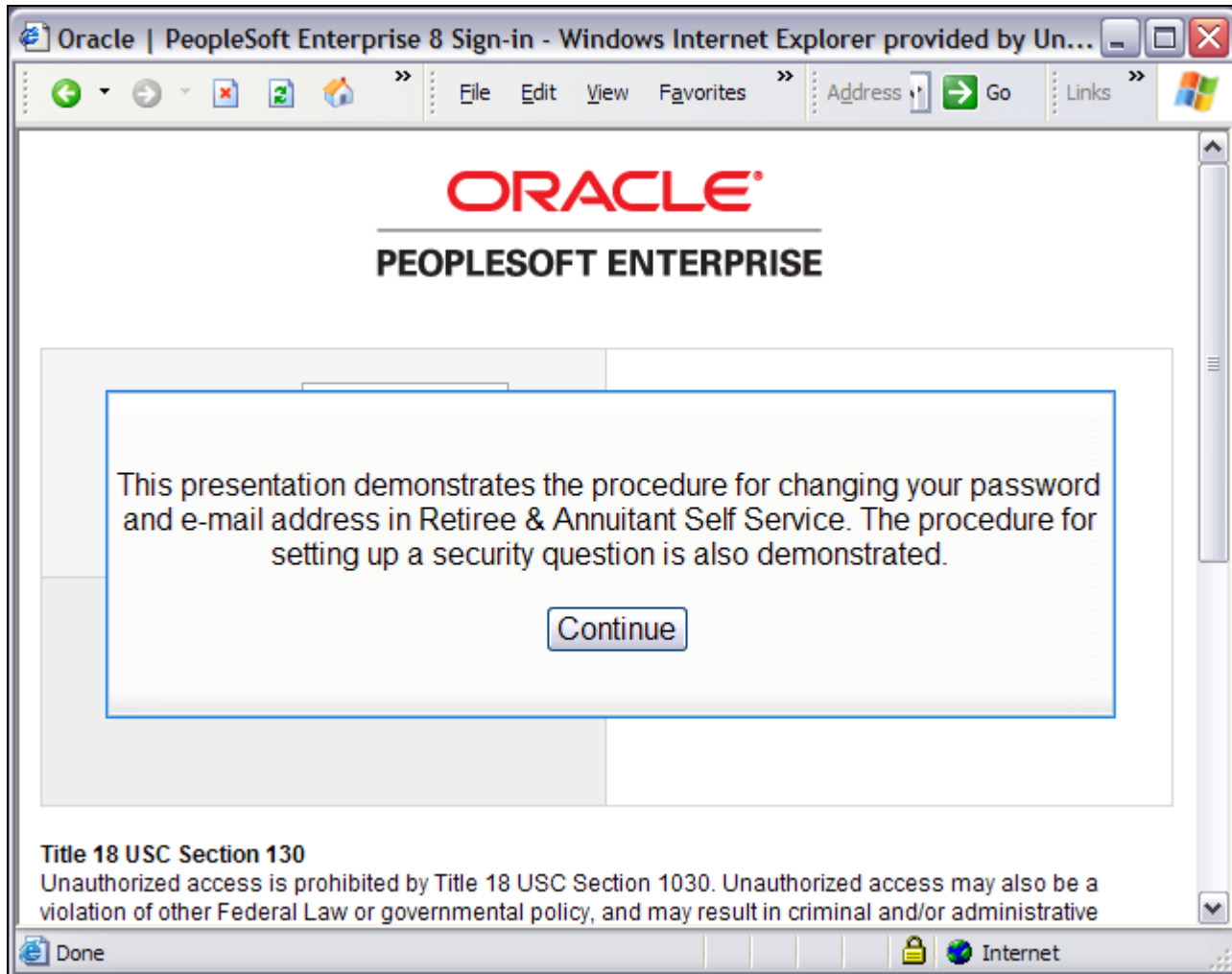
Text Captions

This presentation demonstrates the procedure for changing your password and e-mail address in Retiree & Annuitant Self Service. The procedure for setting up a security question is also demonstrated.

Step 2 – Introduction, continued

Text Captions

It is important to setup the security question and answer along with adding your e-mail address. If you happen to forget your password you can use the "Forgot My Password" link on the login page to have the system send you a new password. You'll have to provide the exact same answer to the security question and have access to the e-mail account for the address you entered in the setup process.

Step 3 – Enter User ID

Text Captions

Enter your user ID. This is the same as your Employee ID number, which can be found on your Retiree/Annuitant Pay Slip.

Step 4 – Enter Password

Text Captions

<div align="center">Enter your password</div>

Your default password will be setup for you initially. You will be prompted to change it upon login.

The formula for your default password follows:

CG + last 4 of your SSN @ four digit birth year.

For example, if the last 4 digits of your SSN are 1234 and you were born in 1956, your default password is CG1234@1956.

The password is case sensitive, so be sure to capitalize the CG when you type it in.

Step 5 – Sign in

Text Captions

Click the **Sign In** button

Step 6 – Acknowledge Use Warning

Text Captions

Click the **OK** button

Step 7 – Select the Change My Password link

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Your password has expired.

Click here to change your password.

Text Captions

The **Your Password has expired** page appears

Select the **Click here to change your password** link

Step 8 – Enter Current Password

Text Captions

The **Change My Password** page appears

Enter your **Current Password** (the one you just signed in with)

Step 9 – Enter New Password

Text Captions

Enter a **New Password** following these rules:
1) Global Pay passwords must:
a) Be between 9 and 32 characters long:
b) Include at least 1 number, and
c) Have at least 1 special character. For example, ! @ # $ % & * ( ) - + \ | [{] } ; : / ? .
2) Passwords are case sensitive. You should use both lowercase and capital letters in your password.
3) Your password cannot be the same as your User ID.
4) Don't use passwords that are based on personal or any other type of information that can be easily accessed or guessed such as your address or children's names.

Step 10 – Confirm New Password

Text Captions

Select the ***Confirm Password** box and reenter the new password.

Step 11 – Select Security Question

Text Captions

Select the drop down list

Step 12 – Select Security Question, continued

Text Captions

Select a **Question** from the list

Step 13 – Enter Security Question Answer

Text Captions

Enter your **Answer** for the security question.

Step 14 – Update Email Address

Text Captions

Select the **Email Address** box

Step 15 – Update Email Address, continued

Text Captions

Enter your Email address.

Step 16 – Save Your Changes

Text Captions

Click the **Change Password** button

Step 17 – Save Your Changes, continued

Text Captions

The "Processing" message will appear.

Step 18 – Save Complete

Text Captions

Click the **OK** button

Step 19 – Return to the Self Service menu

Text Captions

The **Self Service content** page appears.
You can select another menu item or Sign Out of the system.

Select the **Sign out** link

Step 20 – Exit System

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User ID: CG_SELFSERVICE

Password: The **Oracle | PeopleSoft Enterprise 8 Sign-in** page appears

Forgot My Password

To set trace flags, click here

Title 18 USC Section 130
Unauthorized access is prohibited by Title 18 USC Section 1030. Unauthorized access may also be a violation of other Federal Law or governmental policy, and may result in criminal and/or administrative

Text Captions

The **Oracle | PeopleSoft Enterprise 8 Sign-in** page appears